

Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a meeting of **NORMANDY PARISH COUNCIL FINANCE & GOVERNANCE COMMITTEE** held at the **ROYAL BRITISH LEGION HALL, GUILDFORD ROAD** on **THURSDAY 01 SEPTEMBER 2022** at 7.30 pm.

Committee Members present Cllrs Tony Coomber, Paul Chillman, Bob Hutton and Pat Tugwell
Non-committee members present Amanda Pick (Parish Clerk)

FG-60 APOLOGIES

Apologies were received and accepted from Cllr Paul Howarth and Andy Beams (RFO)

FG-61 DECLARATIONS OF INTEREST

None

FG-62 MINUTES OF PREVIOUS MEETING

RESOLVED: The minutes of the Finance & Governance Committee meeting held on 16 June 2022 were adopted as a true record.

FG-63 QUESTIONS FROM THE PUBLIC

None

FG-64 FINANCIAL REPORTS

The Parish Clerk had circulated the payment list, income and expenditure, and bank reconciliation in advance of the meeting and talked through the content of each.

(a) To approve the Payment List for period 1 June to 31 July 2022

RESOLVED: Members approved payments totalling £766.51 as listed for the period 1 June to 31 July 2022 inclusive.

(b) To note the Income and Expenditure year to date (31 July 2022)

RESOLVED: (i) Members noted the income and expenditure report as of 31 July 2022 but have concerns that it is not up to date and we believe there are some significant omissions (ii) The Councillors were querying the Grant Aid monies received and need a response from the RFO (iii) it was noted the software licences currently at 201.4% at a third of the way through the year, which equates to £355 over budget (iv) Councillors noted that generally we are under budget for the year to date but some significant expenditure is due.

(c) To approve the Bank Reconciliations for June and July 2022

RESOLVED: (i) it was noted that the cheque number 003491 on the bank statement is different to the number quoted on the Bank Reconciliation, RFO to look into this (ii) members approved the bank reconciliation for June and July 2022 and the report and original bank statements were not signed by the committee Chairman, this will need to be followed up by the RFO on his return from leave.

FG-65 EXTERNAL AUDIT

To clerk had circulated details of the SAAA central external auditor appointment arrangements and considered if they should opt-out. The recommendation from the RFO is that the council do not opt-out.

RESOLVED: The committee agreed with the RFOs recommendations.

FG-66 INSURANCE

The committee noted the renewal date of 1 October 2022 and considered the items in the accompanying background papers.

RESOLVED: The committee accept the quote from 1 October but not the long term option as the council wish to go out to tender next year.

FG-67 RBS ACCOUNTING SOFTWARE

The committee considered the cost of upgrading the software to the Cloud based version to include read-only access options.

RESOLVED: The committee agreed that we need three licences, 1 full access for RFO, 1 read only for the clerk and another read only for generic purposes. RFO to action.

FG-68 GRANTS

To consider the requests regarding grants from Normandy Cricket Club and Emmanuel Church

RESOLVED: (i) clerk to update the grant criteria as no longer have the power of competence (ii) the committee agreed the payment, on the basis of that they make note of the contribution of the parish council, the clerk will arrange with the RFO (iii) The committee agreed Emmanuel Church retain the remaining funds but our preference is that the used for the wider good of the community and not solely to the parishioners of the church

FG-69 BANKING

The committee noted the update on altering the bank mandate and obtaining a credit card for the Parish Clerk

RESOLVED: The relevant members signed the bank mandate for Lloyds

FG-70 ASSET REGISTER

The committee confirmed progress on updating of asset register

RESOLVED: Cllr Hutton will continue to update the register

FG-71 THE VILLAGER INCOME

The Councillors reviewed the pricing structure for adverts in The Villager

RESOLVED: The committee agreed to update the pricing structure in line with the recommendation from Forshaw Design. The clerk will progress this for 2023 issues.

FG-72 MATTERS FOR INFORMATION AND/OR FUTURE AGENDA ITEM

RESOLVED: none

There being no further business, the meeting ended at 21:43pm.